ATTACHMENT E

Description of Work

1. The Contractor's services will be fulfilled by one project/database manager and one or more help-desk/support technician(s). Services are to be provided on-site at the 2 North Meridian, Indianapolis, IN, Indiana State Department of Health (ISDH) office. Help desk services must be provided to Indiana health care entities Monday through Friday, 8:15 a.m.- 4:45 p.m. (EST) following the work schedule designated for the State of Indiana employees.

2. The Contractor will conduct all duties and responsibilities in conjunction with state and federal statutory guidelines and ISDH policies.

3. The Contractor will provide technical telephone assistance to nursing facilities relating to MDS transmissions and to home health agencies OASIS transmission requirements. Answer all calls in a timely manner. Respond to inquiries/messages within one business day.

4. The Contractor will track all inquiries, messages, and timekeeping in the Help Desk application provided by ISDH. Provide documentation when requested regarding follow-up with health entities.

5. The Contractor will maintain accurate required MDS and OASIS information of all participating providers in the database. See following pages MDS 8 through 18 of this attachment for data dictionary.

6. The Contractor will respond to data and query requests from ISDH, the Centers for Medicare and Medicaid Services(CMS), and providers.

7. The Contractor will provide training to ISDH staff, providers, and vendors regarding CMS automation issues/changes or any implementation of new programs/processes. These training opportunities may require travel.

8. The Contractor will provide technical assistance with basic computer and connectivity functions relating to accessing the CMS NT servers, such as dial-up networking, ID's/passwords, Internet browsers, Windows software (98 or greater), and modem set-up.

9. The CMS NT servers require routine maintenance and must be updated/modified regularly, according to CMS mandates and requests. The Contractor is responsible for server functionality and system administration. Back-up tapes must be processed regularly. Coordinate activities, if necessary, with ISDH network staff.

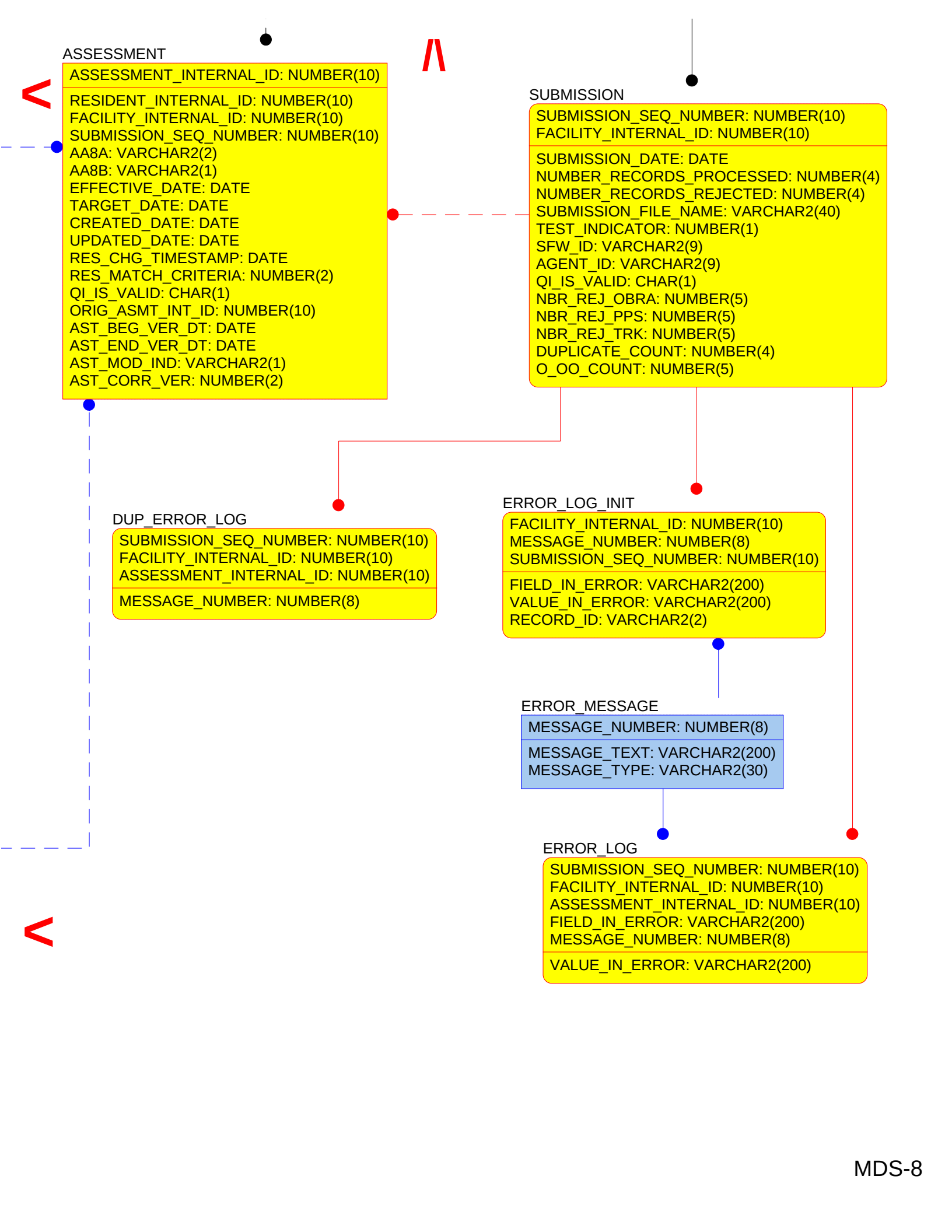
10. The Contractor will provide assistance with deciphering error messages and correcting problematic files so a successful transmission can be accomplished.

11. The Contractor will give direction to facilities regarding encoding problems, accessing validation reports, and general automation issues surrounding the Resident Assessment Instrument (RAI) and the Outcome and Assessment Information Set (OASIS).

12. The Contractor will ensure all correction requests follow policy and procedure. Tracking and documentation of all file changes is necessary.

13. The Contractor will direct inquiries, other than the technical/automation ones described here, to other entities such as the Medicare Data Communications Network help line, software vendors, and the Minimum Data Set or OASIS clinical help desk.

14. The Contractor will verify and analyze RAI and OASIS data for validity and reliability.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AA8B: VARCHAR2(1)
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TARGET_DATE: DATE
CREATED_DATE: DATE
UPDATED_DATE: DATE
RES_CHG_TIMESTAMP: DATE
RES_MATCH_CRITERIA: NUMBER(2)
QI_IS_VALID: CHAR(1)
ORIG_ASMT_INT_ID: NUMBER(10)
AST_BEG_VER_DT: DATE
AST_END_VER_DT: DATE
AST_MOD_IND: VARCHAR2(1)
AST_CORR_VER: NUMBER(2)
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SUBMISSION_SEQ_NUMBER: NUMBER(10)
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NUMBER_RECORDS_REJECTED: NUMBER(4)
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SFW_ID: VARCHAR2(9)
AGENT_ID: VARCHAR2(9)
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NBR_REJ_OBRA: NUMBER(5)
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O_OO_COUNT: NUMBER(5)
DUP_ERROR_LOG
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ASSESSMENT_INTERNAL_ID: NUMBER(10)
MESSAGE_NUMBER: NUMBER(8)
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MESSAGE_NUMBER: NUMBER(8)
SUBMISSION_SEQ_NUMBER: NUMBER(10)
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MESSAGE_NUMBER: NUMBER(8)
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MESSAGE_TYPE: VARCHAR2(30)
ERROR_LOG
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ASSESSMENT_INTERNAL_ID: NUMBER(10)
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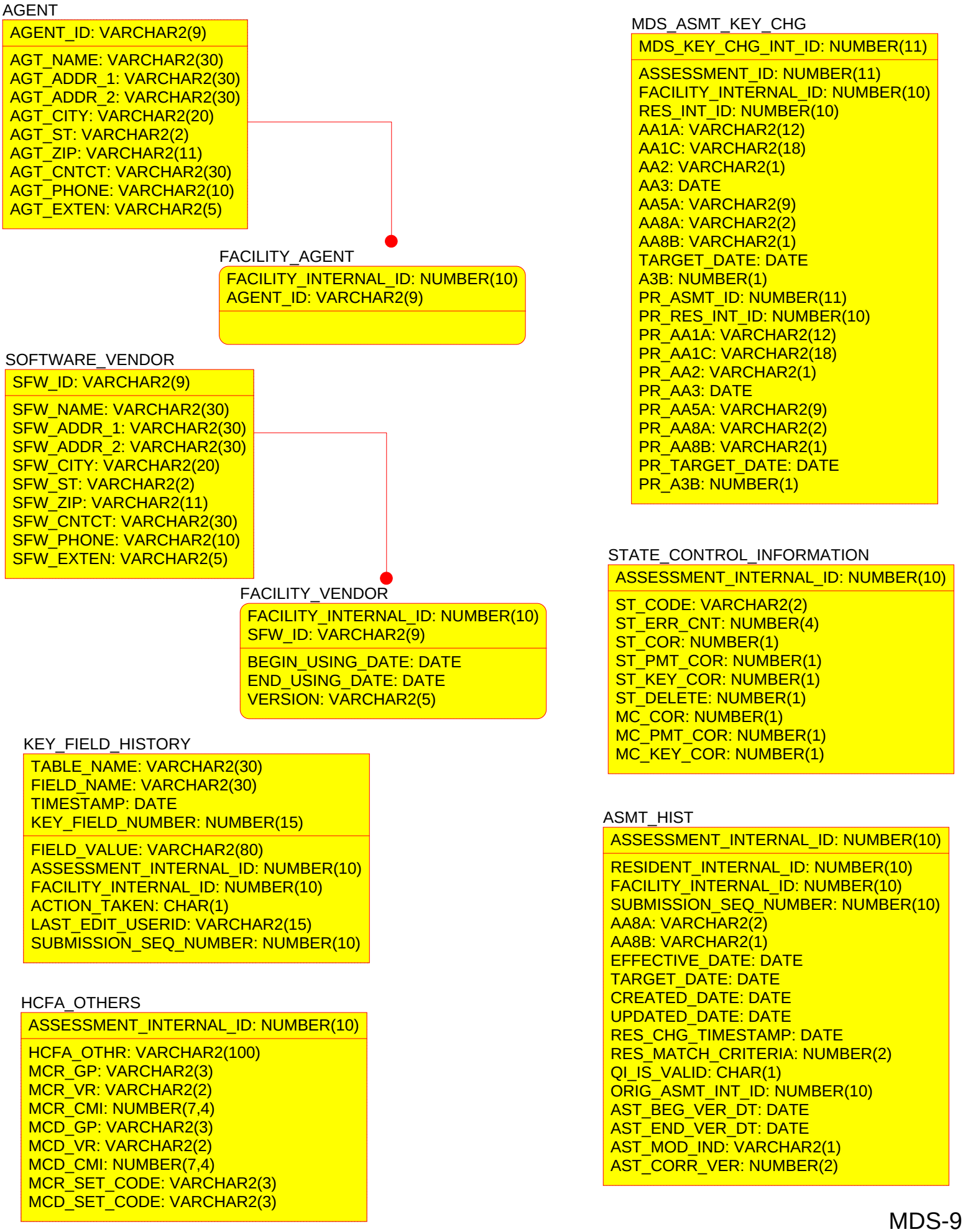
VALUE_IN_ERROR: VARCHAR2(200)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FACILITY_AGENT
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AGENT_ID: VARCHAR2(9)
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SFW_ID: VARCHAR2(9)
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SFW_ADDR_2: VARCHAR2(30)
SFW_CITY: VARCHAR2(20)
SFW_ST: VARCHAR2(2)
SFW_ZIP: VARCHAR2(11)
SFW_CNTCT: VARCHAR2(30)
SFW_PHONE: VARCHAR2(10)
SFW_EXTEN: VARCHAR2(5)
FACILITY_VENDOR
FACILITY_INTERNAL_ID: NUMBER(10)
SFW_ID: VARCHAR2(9)
BEGIN_USING_DATE: DATE
END_USING_DATE: DATE
VERSION: VARCHAR2(5)
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TABLE_NAME: VARCHAR2(30)
FIELD_NAME: VARCHAR2(30)
TIMESTAMP: DATE
KEY_FIELD_NUMBER: NUMBER(15)
FIELD_VALUE: VARCHAR2(80)
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FACILITY_INTERNAL_ID: NUMBER(10)
ACTION_TAKEN: CHAR(1)
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SUBMISSION_SEQ_NUMBER: NUMBER(10)
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MDS_KEY_CHG_INT_ID: NUMBER(11)
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FACILITY_INTERNAL_ID: NUMBER(10)
RES_INT_ID: NUMBER(10)
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AA1C: VARCHAR2(18)
AA2: VARCHAR2(1)
AA3: DATE
AA5A: VARCHAR2(9)
AA8A: VARCHAR2(2)
AA8B: VARCHAR2(1)
TARGET_DATE: DATE
A3B: NUMBER(1)
PR_ASMT_ID: NUMBER(11)
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PR_AA1C: VARCHAR2(18)
PR_AA2: VARCHAR2(1)
PR_AA3: DATE
PR_AA5A: VARCHAR2(9)
PR_AA8A: VARCHAR2(2)
PR_AA8B: VARCHAR2(1)
PR_TARGET_DATE: DATE
PR_A3B: NUMBER(1)
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ST_COR: NUMBER(1)
ST_PMT_COR: NUMBER(1)
ST_KEY_COR: NUMBER(1)
ST_DELETE: NUMBER(1)
MC_COR: NUMBER(1)
MC_PMT_COR: NUMBER(1)
MC_KEY_COR: NUMBER(1)
ASMT_HIST
ASSESSMENT_INTERNAL_ID: NUMBER(10)
RESIDENT_INTERNAL_ID: NUMBER(10)
FACILITY_INTERNAL_ID: NUMBER(10)
SUBMISSION_SEQ_NUMBER: NUMBER(10)
AA8A: VARCHAR2(2)
AA8B: VARCHAR2(1)
EFFECTIVE_DATE: DATE
TARGET_DATE: DATE
CREATED_DATE: DATE
UPDATED_DATE: DATE
RES_CHG_TIMESTAMP: DATE
RES_MATCH_CRITERIA: NUMBER(2)
QI_IS_VALID: CHAR(1)
ORIG_ASMT_INT_ID: NUMBER(10)
AST_BEG_VER_DT: DATE
AST_END_VER_DT: DATE
AST_MOD_IND: VARCHAR2(1)
AST_CORR_VER: NUMBER(2)

RECORD_INFORMATION

ASSESSMENT_INTERNAL_ID: NUMBER(10)
REC_TYPE: VARCHAR2(2) ASMT_LCK: DATE CARE_LCK: DATE P_REC_DT: DATE FAC_DOC_CD: VARCHAR2(8) VCODE1: VARCHAR2(5) VCODE2: VARCHAR2(5) RES_ID: VARCHAR2(14) SFTW_ID: VARCHAR2(9) SFT_VER: VARCHAR2(5)

MDS_CORR_AT

MDS_AUTH_INT_ID: NUMBER(11)
ASSESSMENT_INTERNAL_ID: NUMBER(10) AT1: NUMBER(2) AT2: NUMBER(1) AT3A: VARCHAR2(1) AT3B: VARCHAR2(1) AT3C: VARCHAR2(1) AT3D: VARCHAR2(1) AT3E: VARCHAR2(1) AT4A: VARCHAR2(1) AT4B: VARCHAR2(1) AT4C: VARCHAR2(1) AT4D: VARCHAR2(1) AT5A: VARCHAR2(12) AT5B: VARCHAR2(18) AT6: DATE AT_SRC: VARCHAR2(1) AT_SUBMISSION_DT: DATE

SECTION_AA

ASSESSMENT_INTERNAL_ID: NUMBER(10)
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AA1B: VARCHAR2(1)
AA1C: VARCHAR2(18)
AA1D: VARCHAR2(3)
AA2: NUMBER(1)
AA3: DATE
AA4: NUMBER(1)
AA5A: VARCHAR2(9)
AA5B: VARCHAR2(12)
AA6A: VARCHAR2(15)
AA6B: VARCHAR2(12)
AA7: VARCHAR2(14)

SECTION_A

ASSESSMENT_INTERNAL_ID: NUMBER(10)
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A2: VARCHAR2(5)
A4A: DATE
A4B: NUMBER(1)
A5: NUMBER(1)
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A7A: NUMBER(1)
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A7D: NUMBER(1)
A7E: NUMBER(1)
A7F: NUMBER(1)
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E4EB: NUMBER(1)
E4AA: NUMBER(1)
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H3J: NUMBER(1)
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SECTION_J

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J1F: NUMBER(1)
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J1H: NUMBER(1)
J1I: NUMBER(1)
J1J: NUMBER(1)
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SECTION_K

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K3B: NUMBER(1)
K4A: NUMBER(1)
K4B: NUMBER(1)
K4C: NUMBER(1)
K4D: NUMBER(1)
K5A: NUMBER(1)
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K5C: NUMBER(1)
K5D: NUMBER(1)
K5E: NUMBER(1)
K5F: NUMBER(1)
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K5I: NUMBER(1)
K6A: NUMBER(1)
K6B: NUMBER(1)

SECTION_L

ASSESSMENT_INTERNAL_ID: NUMBER(10)
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L1B: NUMBER(1)
L1C: NUMBER(1)
L1D: NUMBER(1)
L1E: NUMBER(1)
L1F: NUMBER(1)
L1G: NUMBER(1)

SECTION_O

ASSESSMENT_INTERNAL_ID: NUMBER(10)
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O4B: NUMBER(1)
O4C: NUMBER(1)
O4D: NUMBER(1)
O4E: NUMBER(1)

SECTION_M

ASSESSMENT_INTERNAL_ID: NUMBER(10)
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M1B: NUMBER(1)
M1C: NUMBER(1)
M1D: NUMBER(1)
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M2B: NUMBER(1)
M3: NUMBER(1)
M4A: NUMBER(1)
M4B: NUMBER(1)
M4C: NUMBER(1)
M4D: NUMBER(1)
M4E: NUMBER(1)
M4F: NUMBER(1)
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M6E: NUMBER(1)
M6F: NUMBER(1)
M6G: NUMBER(1)

SECTION_N

ASSESSMENT_INTERNAL_ID: NUMBER(10)
N1A: NUMBER(1)
N1B: NUMBER(1)
N1C: NUMBER(1)
N1D: NUMBER(1)
N2: NUMBER(1)
N3A: NUMBER(1)
N3B: NUMBER(1)
N3C: NUMBER(1)
N3D: NUMBER(1)
N3E: NUMBER(1)
N4A: NUMBER(1)
N4B: NUMBER(1)
N4C: NUMBER(1)
N4D: NUMBER(1)
N4E: NUMBER(1)
N4F: NUMBER(1)
N4G: NUMBER(1)
N4H: NUMBER(1)
N4I: NUMBER(1)
N4J: NUMBER(1)
N4K: NUMBER(1)
N4L: NUMBER(1)
N4M: NUMBER(1)
N5A: NUMBER(1)
N5B: NUMBER(1)

SECTION_P

ASSESSMENT_INTERNAL_ID: NUMBER(10)
P1AA: NUMBER(1)
P1AB: NUMBER(1)
P1AC: NUMBER(1)
P1AD: NUMBER(1)
P1AE: NUMBER(1)
P1AF: NUMBER(1)
P1AG: NUMBER(1)
P1AH: NUMBER(1)
P1AI: NUMBER(1)
P1AJ: NUMBER(1)
P1AK: NUMBER(1)
P1AL: NUMBER(1)
P1AM: NUMBER(1)
P1AN: NUMBER(1)
P1AO: NUMBER(1)
P1AP: NUMBER(1)
P1AQ: NUMBER(1)
P1AR: NUMBER(1)
P1AS: NUMBER(1)
P1BAA: NUMBER(1)
P1BAB: NUMBER(4)
P1BBA: NUMBER(1)
P1BBB: NUMBER(4)
P1BCA: NUMBER(1)
P1BCB: NUMBER(4)
P1BDA: NUMBER(1)
P1BDB: NUMBER(4)
P1BEA: NUMBER(1)
P1BEB: NUMBER(4)
P2A: NUMBER(1)
P2B: NUMBER(1)
P2C: NUMBER(1)
P2D: NUMBER(1)
P2E: NUMBER(1)
P2F: NUMBER(1)
P3A: NUMBER(1)
P3B: NUMBER(1)
P3C: NUMBER(1)
P3D: NUMBER(1)
P3E: NUMBER(1)
P3F: NUMBER(1)
P3G: NUMBER(1)
P3H: NUMBER(1)
P3I: NUMBER(1)
P3J: NUMBER(1)
P3K: NUMBER(1)
P4A: NUMBER(1)
P4B: NUMBER(1)
P4C: NUMBER(1)
P4D: NUMBER(1)
P4E: NUMBER(1)
P5: NUMBER(2)
P6: NUMBER(2)
P7: NUMBER(2)
P8: NUMBER(2)
P9: NUMBER(1)

SECTION_Q

ASSESSMENT_INTERNAL_ID: NUMBER(10)
Q1A: NUMBER(1)
Q1B: NUMBER(1)
Q1C: NUMBER(1)
Q2: NUMBER(1)

SECTION_R

ASSESSMENT_INTERNAL_ID: NUMBER(10)
R1A: NUMBER(1)
R1B: NUMBER(1)
R1C: NUMBER(1)
R2B: DATE
R3A: NUMBER(1)
R3B: NUMBER(1)
R4: DATE

SECTION_T

ASSESSMENT_INTERNAL_ID: NUMBER(10)
T1AA: NUMBER(1)
T1AB: NUMBER(4)
T1B: NUMBER(1)
T1C: NUMBER(2)
T1D: NUMBER(4)
T2A: NUMBER(1)
T2B: NUMBER(1)
T2C: NUMBER(1)
T2D: NUMBER(1)
T2E: NUMBER(1)
T3MDCR: VARCHAR2(5)
T3STATE: VARCHAR2(5)

SECTION_U

ASSESSMENT_INTERNAL_ID: NUMBER(10)
U01RA: NUMBER(2)
U01FR: VARCHAR2(2)
U01AA: VARCHAR2(5)
U01PR: NUMBER(2)
U01NDC: VARCHAR2(9)
U02RA: NUMBER(2)
U02FR: VARCHAR2(2)
U02AA: VARCHAR2(5)
U02PR: NUMBER(2)
U02NDC: VARCHAR2(9)
U03RA: NUMBER(2)
U03FR: VARCHAR2(2)
U03AA: VARCHAR2(5)
U03PR: NUMBER(2)
U03NDC: VARCHAR2(9)
U04RA: NUMBER(2)
U04FR: VARCHAR2(2)
U04AA: VARCHAR2(5)
U04PR: NUMBER(2)
U04NDC: VARCHAR2(9)
U05RA: NUMBER(2)
U05FR: VARCHAR2(2)
U05AA: VARCHAR2(5)
U05PR: NUMBER(2)
U05NDC: VARCHAR2(9)
U06RA: NUMBER(2)
U06FR: VARCHAR2(2)
U06AA: VARCHAR2(5)
U06PR: NUMBER(2)
U06NDC: VARCHAR2(9)
U07RA: NUMBER(2)
U07FR: VARCHAR2(2)
U07AA: VARCHAR2(5)
U07PR: NUMBER(2)
U07NDC: VARCHAR2(9)
U08RA: NUMBER(2)
U08FR: VARCHAR2(2)
U08AA: VARCHAR2(5)
U08PR: NUMBER(2)
U08NDC: VARCHAR2(9)
U09RA: NUMBER(2)
U09FR: VARCHAR2(2)
U09AA: VARCHAR2(5)
U09PR: NUMBER(2)
U09NDC: VARCHAR2(9)
U10RA: NUMBER(2)
U10FR: VARCHAR2(2)
U10AA: VARCHAR2(5)
U10PR: NUMBER(2)
U10NDC: VARCHAR2(9)
U11RA: NUMBER(2)
U11FR: VARCHAR2(2)
U11AA: VARCHAR2(5)
U11PR: NUMBER(2)
U11NDC: VARCHAR2(9)
U12RA: NUMBER(2)
U12FR: VARCHAR2(2)
U12AA: VARCHAR2(5)
U12PR: NUMBER(2)
U12NDC: VARCHAR2(9)
U13RA: NUMBER(2)
U13FR: VARCHAR2(2)
U13AA: VARCHAR2(5)
U13PR: NUMBER(2)

Table continues

SECTION_V

ASSESSMENT_INTERNAL_ID: NUMBER(10)
VA01A: NUMBER(1)
VA01B: NUMBER(1)
VA02A: NUMBER(1)
VA02B: NUMBER(1)
VA03A: NUMBER(1)
VA03B: NUMBER(1)
VA04A: NUMBER(1)
VA04B: NUMBER(1)
VA05A: NUMBER(1)
VA05B: NUMBER(1)
VA06A: NUMBER(1)
VA06B: NUMBER(1)
VA07A: NUMBER(1)
VA07B: NUMBER(1)
VA08A: NUMBER(1)
VA08B: NUMBER(1)
VA09A: NUMBER(1)
VA09B: NUMBER(1)
VA10A: NUMBER(1)
VA10B: NUMBER(1)
VA11A: NUMBER(1)
VA11B: NUMBER(1)
VA12A: NUMBER(1)
VA12B: NUMBER(1)
VA13A: NUMBER(1)
VA13B: NUMBER(1)
VA14A: NUMBER(1)
VA14B: NUMBER(1)
VA15A: NUMBER(1)
VA15B: NUMBER(1)
VA16A: NUMBER(1)
VA16B: NUMBER(1)
VA17A: NUMBER(1)
VA17B: NUMBER(1)
VA18A: NUMBER(1)
VA18B: NUMBER(1)
VA19A: NUMBER(1)
VA19B: NUMBER(1)
VA20A: NUMBER(1)
VA20B: NUMBER(1)
VA21A: NUMBER(1)
VA21B: NUMBER(1)
VA22A: NUMBER(1)
VA22B: NUMBER(1)
VA23A: NUMBER(1)
VA23B: NUMBER(1)
VA24A: NUMBER(1)
VA24B: NUMBER(1)
VA25A: NUMBER(1)
VA25B: NUMBER(1)
VA26A: NUMBER(1)
VA26B: NUMBER(1)
VA27A: NUMBER(1)
VA27B: NUMBER(1)
VA28A: NUMBER(1)
VA28B: NUMBER(1)
VA29A: NUMBER(1)
VA29B: NUMBER(1)
VA30A: NUMBER(1)
VA30B: NUMBER(1)
VA31A: NUMBER(1)
VA31B: NUMBER(1)
VA32A: NUMBER(1)
VA32B: NUMBER(1)

Table continues

V

SECTION_U, continued

U13NDC: VARCHAR2(9)
U14RA: NUMBER(2)
U14FR: VARCHAR2(2)
U14AA: VARCHAR2(5)
U14PR: NUMBER(2)
U14NDC: VARCHAR2(9)
U15RA: NUMBER(2)
U15FR: VARCHAR2(2)
U15AA: VARCHAR2(5)
U15PR: NUMBER(2)
U15NDC: VARCHAR2(9)
U16RA: NUMBER(2)
U16FR: VARCHAR2(2)
U16AA: VARCHAR2(5)
U16PR: NUMBER(2)
U16NDC: VARCHAR2(9)
U17RA: NUMBER(2)
U17FR: VARCHAR2(2)
U17AA: VARCHAR2(5)
U17PR: NUMBER(2)
U17NDC: VARCHAR2(9)
U18RA: NUMBER(2)
U18FR: VARCHAR2(2)
U18AA: VARCHAR2(5)
U18PR: NUMBER(2)
U18NDC: VARCHAR2(9)

SECTION_V, continued

VA33A: NUMBER(1)
VA33B: NUMBER(1)
VA34A: NUMBER(1)
VA34B: NUMBER(1)
VA35A: NUMBER(1)
VA35B: NUMBER(1)
VA36A: NUMBER(1)
VA36B: NUMBER(1)
VA37A: NUMBER(1)
VA37B: NUMBER(1)
VA38A: NUMBER(1)
VA38B: NUMBER(1)
VA39A: NUMBER(1)
VA39B: NUMBER(1)
VA40A: NUMBER(1)
VA40B: NUMBER(1)
VB2: DATE
VB4: DATE